

Chicago Federal Executive Board

Annual Report 2004



Overview of Chicago FEB

2005 CHAIR

Joseph P. Galvan
Regional Director
Field Policy and Management
Department of Housing and Urban Development

EXECUTIVE DIRECTOR

Jan Stinson
Phone: (312) 353-6790
E-mail: jan.stinson@gsa.gov
Web Site: www.chicago.feb.gov

Total Number Agencies:

180

Federal Agencies and Departments

- ✿ Agriculture, Department of
- ✿ Homeland Security, Department of
- ✿ Commerce, Department of
- ✿ Housing and Urban Development, Department of
- ✿ Commodity Futures Trading Commission
- ✿ Justice, Department of
- ✿ Consumer Product Safety Commission
- ✿ Labor, Department of
- ✿ Corporation for National and Community Service
- ✿ Merit Systems Protection Board
- ✿ Defense, Department of
- ✿ National Archives and Records Administration
- ✿ Education, Department of
- ✿ National Labor Relations Board
- ✿ Energy, Department of
- ✿ National Transportation Safety Board
- ✿ Environmental Protection Agency
- ✿ Nuclear Regulatory Commission
- ✿ Equal Employment Opportunity Commission
- ✿ Office of Personnel Management
- ✿ Export-Import Bank of the U.S.
- ✿ Peace Corps
- ✿ Federal Communications Commission
- ✿ Postal Service
- ✿ Federal Deposit Insurance Corporation
- ✿ Railroad Retirement Board
- ✿ Federal Energy Regulatory Commission
- ✿ Securities and Exchange Commission
- ✿ Federal Labor Relations Authority
- ✿ Selective Service System
- ✿ Federal Mediation and Conciliation Service
- ✿ Small Business Administration
- ✿ Federal Trade Commission
- ✿ Social Security Administration
- ✿ Government Accountability Office

- ✿ State, Department of
- ✿ General Services Administration
- ✿ Transportation, Department of
- ✿ Government Printing Office
- ✿ Treasury, Department of the
- ✿ Health and Human Services, Department of
- ✿ Trustee, Office of the United States
- ✿ Veterans Affairs, Department of

Chicago FEB Major Communities

Total Number of Federal Employees in the Area

we represent approximately 85,000, including postal employees and military personnel.



Major Communities

Metropolitan Chicago that includes the eleven county area of Cook, DuPage, McHenry, Lake, Will, Grundy, DeKalb, Kendall and Kane counties in Illinois and Lake and Porter counties in Indiana.

Total Population of Area Served

9,200,000 people reside in the Chicago metropolitan area.

2005 Executive Committee

CHAIR

JOSEPH P. GALVAN (Term expires 9/30/05)

Regional Director
Field Policy and Management
Department of Housing and Urban Development
77 West Jackson Boulevard, Room 2608
Chicago, IL 60604

VICE-CHAIR

MARTIN W. BAUMGAERTNER (Term expires 9/30/05)

Regional Director/Chief Administrative Judge
Central Regional Office
Merit Systems Protection Board
230 S. Dearborn, Room 3100
Chicago, IL 60604-1669

SECRETARY/TREASURER

DARLENE A. LORMAN (Term expires 9/30/05)

Regional Administrator
Office of the Assistant Secretary for Administration and Management
Department of Labor
230 S. Dearborn, Room 1004
Chicago, IL 60606

Executive Committee Members

EDWARD G. BUIKEMA (Term expires 9/30/06)

Regional Director
Federal Emergency Management Agency
Department of Homeland Security
536 S. Clark, 6th Floor
Chicago, IL 60605

EARL FLOWERS (Term expires 9/30/05)

Manager, International Service Center
Chicago Central Facility
United States Postal Service
514 Express Center Road
Chicago, IL 60668

JACK G. HETRICK (Term expires 9/30/05)

Director
Edward Hines, Jr. Hospital
Department of Veterans Affairs
5th Avenue and Roosevelt Road
P. O. Box 5000
Hines, IL 60104

CAPTAIN KATHRYN M. HOBBS (Term expires 9/30/06)

Commanding Officer
Naval Station Great Lakes
Department of the Navy
2601 E Paul Jones Street
Building 1, Room 130
Great Lakes, IL 60088

CECELIA HUNZIKER (Term expires 9/30/05)

Regional Administrator
Federal Aviation Administration
Department of Transportation
2300 East Devon Avenue, Room 401
Des Plaines, IL 60018

COLONEL GARY E. JOHNSTON, USA (Term expires 9/30/06)

Commander/District Engineer
Army Corps of Engineers - Chicago District
Department of Defense
111 N. Canal Street, Suite 600
Chicago, IL 60606-7206

BHARAT MATHUR (Term expires 9/30/06)

Acting Regional Administrator
Environmental Protection Agency, Region V
77 W. Jackson Blvd., 19th Floor, R-19J
Chicago, IL 60604

JOHN P. ROWE (Term expires 9/30/05)

District Director
Equal Employment Opportunity Commission
500 W. Madison, Suite 2800
Chicago, IL 60661-2511

PETER SUTTON (Term expires 9/30/06)

Acting Regional Director
Federal Labor Relations Authority
55 West Monroe St., Suite 1150
Chicago, IL 60603

Executive Committee Members (cont.)

HENRY VALIULIS (Term expires 9/30/06)

Director of Administration
Railroad Retirement Board
844 N. Rush St., Suite 536
Chicago, IL 60611-2092

RICHARD WITKOWSKI (Term expires 9/30/05)

Area Counsel, Chicago Field Office
Small Business Self Employed (SBSE) Division
Internal Revenue Service
Department of the Treasury
200 W. Adams Street, STE 2300
Chicago, IL 60606

EX-OFFICIO MEMBERS

KENNETH P. BOEHNE

Chief Financial Officer
Railroad Retirement Board
844 N. Rush, Suite 506
Chicago, IL 60611-2092

JAMES F. MARTIN

Regional Commissioner
Social Security Administration
600 W. Madison, 10th Floor
Chicago, IL 60661

JAMES C. HANDLEY

Regional Administrator
General Services Administration
230 S. Dearborn, Suite 3700
Chicago, IL 60604

STANLEY D. MOORE

Regional Director
Bureau of the Census
Department of Commerce
2255 Enterprise Drive, Suite 5501
Westchester, IL 60154

OLLICE C. HOLDEN

Regional Administrator
Food and Nutrition Service
Department of Agriculture
77 W. Jackson Boulevard, 20th Floor
Chicago, IL 60604

PHYLLIS M. STABBE

Manager
Chicago Human Capital Group
Office of Personnel Management
230 S. Dearborn St., 30th Floor, Room 3060
Chicago, IL 60604-1687

DAVID E. KUEHL

Regional Administrator
National Archives & Records Administration
Great Lakes Region
7358 S. Pulaski Road
Chicago, IL 60629

The goals of the Chicago Federal Executive Board are to:

**Advance the Administration's Goals
and Initiatives**

Create and Advance Local Initiatives

**Provide Information, Referrals, and
Guidance for Intergovernmental and
Community Outreach**

The Chicago FEB provides the context and contact through which resources can be shared and joint Federal initiatives can be implemented more effectively and on a broader scale. The focus and policies are established by the elected Officers and Executive Committee members, including former FEB Chairs as the Ex-officio members. The work is accomplished through the FEB staff office and through the efforts of the Federal executives and employees who serve on the various committees.



Executive Summary

Chicago Federal Executive Board

The Chicago Federal Executive Board is a valuable Federal entity that makes a difference in our community by offering resources to Federal agencies in the Chicago Metropolitan area as well as provides a significant savings to our taxpayers as outlined below:

Steadfast Response 2004 - Conducted February 5, 2004, this tabletop exercise, developed in partnership with GSA, FEMA, the Federal Reserve Bank, HUD, and the City of Chicago, was designed to group attendees by their agencies' level of readiness. One hundred and nine agency executives and their emergency coordinators attended and actively participated this three and one-half hour session. Five breakouts were based on levels of readiness and ranged from those with no COOP plans to those who had COOP plans and had tested them. Based on similar programs conducted, savings totaled \$54,500.

Shared Neutrals ADR Program - The Shared Neutrals ADR Program (SNAP) continued in its' success with a **FY 2004 Cost Avoidance of \$953,215.14** for the 63 cases received. The Equal Employment Opportunity Commission (EEOC) and the FEB are in partnership to further bring about cost savings to agencies as well as resolution to agency/employee disputes. If resolved, no further litigation is required, thus enabling the parties to present their case to a neutral person before any additional costs are incurred. It is self-evident that SNAP is an instrumental and cost-saving program.

National CFC Committee- The Executive Director serves as the representative for FEBs from across the country on the National Combined Federal Campaign (CFC) Committee and served as the Vice Chair until September 2004 when she was elected to serve as the Chair for the organization. This committee, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and supports local campaigns. In addition, the Chicago FEB Executive Director also served as Chair of the 2004 Regional Workshop Task Force under this committee structure.

Expanded Electronic Government - Averaging over 2,000 site searches per month, we have continued to maintain our website designed specifically as Chicagoland's Information Portal for Federal, State, and City services. It is provided as a public service by the Chicago Federal Executive Board, the City of Chicago and the State of Illinois. Its' design allows for easy access of information by cutting across branches of local government and agency lines and is organized around categories most in demand. The maintenance and continued growth of this site supports the President's Management Agenda regarding expanded electronic government.

FEB Training Initiative with SkillPath - The Chicago Federal Executive Board offered all Chicago metro area federal agencies the opportunity to train and develop their staffs at a significant savings. After careful research and negotiation, SkillPath Seminar Group was identified as the vendor that could meet FEB's standards to provide high quality, affordable, customized/tailored training and development in the areas of management, supervision, leadership, business writing, communication, customer service, teambuilding, administrative excellence, and many other areas. Through this agreement, Federal agencies could accommodate more employee requests for training from a premier trainer at the minimal cost of only \$58 per employee versus the standard SkillPath tuition of \$199 and \$299 per person. Remarkably, agencies have saved anywhere from 41-81% per person because of this FEB initiative. From the first class conducted in May 2004 through September 2004, the substantial savings to agencies' **training dollars totaled at \$59,330!**

Training – Through its various committees, the Chicago FEB offered a number of educational and training opportunities, from reduced tuition at the University of Illinois at Chicago to educational programs through the SkillPath initiative. The total cost savings to the Federal community for all these programs totaled \$101,507.00.

Chicago Area CFC - Federal employees of the Chicagoland area have established a rich tradition supporting the Combined Federal Campaign and in FY 2004, Federal employees contributed \$4.3 million dollars. As one of the country's largest campaigns, the Chicago Area CFC has contributed tens of millions of dollars. We've learned that it is not the heroic effort of one individual or organization, but rather the collaboration among Every One of US, which was this year's theme, that made the CFC a success. The campaign covered over 600 accounts and over 66,000 Federal, postal and active military personnel within the Chicago Area CFC's geographic territory: Cook, DeKalb, DuPage, Kane, Kendall, McHenry, Will, Kankakee, Grundy, LaSalle, Putnum and southeastern Lake counties in Illinois, plus Lake and Porter counties in Indiana.

The Diversity Advisory Council Recruitment Initiative - The Diversity Advisory Council (DAC) exhibited at a career fair that was held at the Westside Technical Institute, 2800 S. Western Ave., in Chicago. Located in a largely Hispanic area of the city, over 2,000 Hispanic and non-Hispanic job seekers were in attendance. There were 11 agency representatives present, plus three members of the DAC. Approximately 1,500 individuals visited the five tables set aside for our Federal representatives where they received an overview of each agency's hiring process as well as current/future job opportunities. The venue was a wonderful way in which to reach out to the Hispanic workforce in the Chicago Metro area.

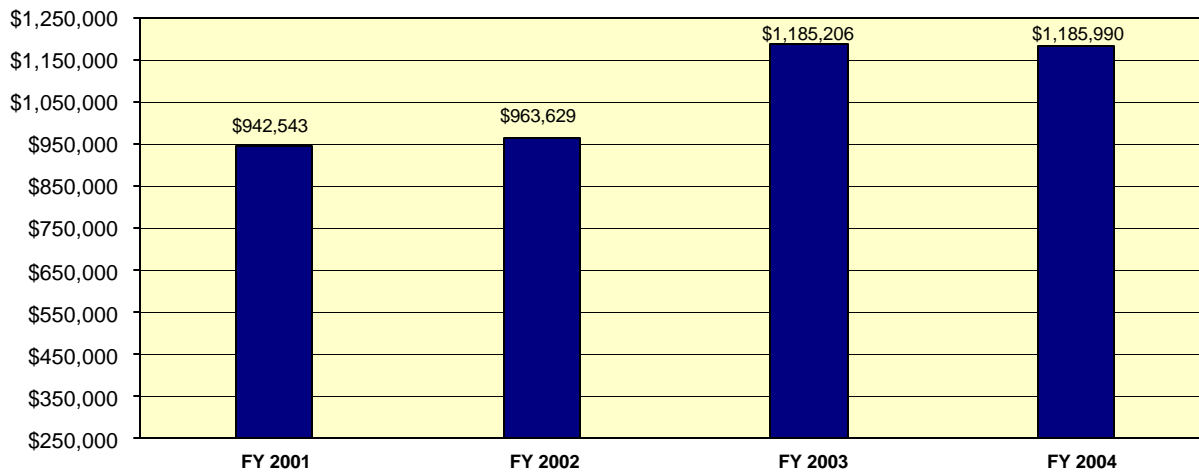
Congressional Briefing. - In our continuing effort to meet the needs of both Federal agencies and Congressional staffs from Illinois, Indiana and Wisconsin, the Chicago FEB held a Federal Interagency Congressional Briefing on federal benefits and services for individuals, relevant changes in programs, policies and procedures, and new initiatives. The success of the event was due to presentations given by agency representatives: National Labor Relations Board, Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, Department of Labor/Veteran's Education and Training Services, Bureau of Citizenship and Immigration Services, and the Census Bureau. Attendees received information materials and also had an opportunity to meet with over 26 federal agency representatives to discuss specific issues and concerns. Congressional staff members highly rated the event and expressed an interest in attending future briefings

Chicago Kid's Closet Project - From July 1 through August 31, 2004, The Community Services Committee and Direct Effect Charities-Chicago Kid's Closet sponsored a Socks and Underwear Drive. The Chicago Kid's Closet is a non-profit organization that collects and distributes new packages of socks and underwear to the neediest kids in Chicago schools. A great number of students are in need of these very personal items. As each new school year starts, orders for hundreds of children are received. The Committee set up collection boxes throughout the downtown Chicago Federal Buildings and in commercial buildings housing Federal offices. During the summer months, Federal employees were urged to donate new socks and underwear to help stock the Chicago Kid's Closet. Federal employees, once again, responded generously by donating more than 5,000 pair of socks and underwear! Also donated, but not requested, were 56 pieces of clothing including new school uniforms, sweaters and shirts.

Return on Investment - Value Added to the Chicago Federal Community

For the investment made by the funding agency, the Chicago FEB provides a valuable return. Based on an investment figure of \$230,000.00 per year, the FEB provides a cost avoidance to the Chicago Federal community of 3.9 to 5.1 times that amount as shown below. These cost avoidances and savings for the Federal community occur as a result of the FEB's outstanding mediation program, its membership in Club Quarters that saves ten of thousands of dollars for the Federal business traveler, and its various educational and training programs, including the very popular SkillPath initiative.

Cost Avoidance to Chicago Federal Community



Advance Administration's Goals and Initiatives

Activity Category: Homeland Security

COOP – Training

Continuity of Operations Plan Seminar. In continuation of programs conducted last Fiscal Year, a COOP Training Session, co-sponsored by FEMA, GSA, City of Chicago Office of Emergency Management and Communications, and the Chicago FEB was conducted on October 8, 2003. A total of 30 FEB members and emergency specialists attended. The topics covered were Continuity of Operations Planning Overview, City of Chicago's Emergency Planning and Response Overview, Steadfast Response 2004, and Contractor Support for COOP Training.

Briefing on Steadfast Response 2004. The Executive Director, along with representatives from FEMA and GSA welcomed representatives from some of the FEBs and FEAs within Region V. A briefing was provided outlining the tabletop exercise that would take place the next day and what steps needed to be taken to have such a program brought to their respective communities.

Steadfast Response 2004. Conducted February 5, 2004, this tabletop exercise, developed in partnership with GSA, FEMA, the Federal Reserve Bank, HUD, and the City of Chicago, was designed to group attendees by their agencies' level of readiness. One hundred and nine agency executives and their emergency coordinators attended and actively participated during this three and one-half hour session. Five breakouts were based on levels of readiness and ranged from those with no COOP plans to those who had COOP plans and had tested them. Based on similar programs conducted, savings totaled \$54,500.

Are You Ready? The FEB sponsored a "Lunch and Learn" training session titled: "Are You Ready," based on the Federal Emergency Management Agency (FEMA) publication of the same name. A representative from FEMA presented information on various aspects of each person's role in homeland security and how one could become involved in his/her respective community. Approximately 60 Federal employees attended, representing various communities within the Chicagoland area. Based on the feedback received, we plan to conduct similar meetings in FY 2005.

Homeland Security Presentation. FEB forwarded information to FEB members inviting agency employees to attend a "Brown Bag" lunch presentation conducted on May 25, 2004. The program was open to all Federal employees and sponsored by The Kennedy School of Government and Council for Excellence in Government. The program featured Edward Buikema, Regional Director, FEMA – Region V and an FEB Executive Committee member. Mr. Buikema discussed "Homeland Security and What Does It Mean for Post 9-11 Chicago?"



COOP - Other

GAO Report. In December 2003, representatives from the FEB and the FEB Executive Director met with two staff members from GAO regarding FEBs and the Human Capital issues within COOP. The GAO report titled, *Opportunities to Improve Federal Continuity Planning Guidance*, was released in April 2004. It highlighted the work done by the Chicago FEB and the added value we brought to regional emergency preparedness efforts. The report was distributed to all board members.

Regional Interagency Steering Committee (RISC). The Executive Director participated in RISC quarterly meetings sponsored by FEMA Region V and conducted at their Regional Operations Center. The goal of these meetings is to increase understanding of what is occurring at all levels – Federal, State and local – regarding emergency preparedness and provide information on various security topics.

House of Representatives' Committee on Government Reform. Our Steadfast Response 2004 exercise and the template developed for it were mentioned in a statement by Michael D. Brown, Under Secretary, Emergency Preparedness and Response Directorate, Federal Emergency Management Agency, Department of Homeland Security before the House of Representatives' Committee on Government Reform.

Emergency Preparedness – Other

Hurricane Frances. In September 2004, the FEB Executive Director requested assistance from the federal community on behalf of FEMA Region V which needed help as a result of Hurricane Frances. FEMA Region V was serving as the central support in deploying Citizen Corps and Community Emergency Response Team members to Florida from across the country. Because a majority of the FEMA employees had also been deployed, the need for temporary assistance from Federal employees with data processing skills was immediate. A total of six volunteers went to FEMA to assist them in this effort as a result of the FEB's efforts.

Weather/Emergency Activities. An FEB Taskforce met and discussed the Chicago FEB's Emergency Alert and Dismissal Plan. Proposed changes were made and incorporated into a new document and issued to membership in December 2004. FEB members were asked to update their respective agency telephone contact names and numbers. The new list was compiled and updated several times throughout the year and placed in a central database. This computer based system has the capability to simultaneously broadcast telephone messages during both duty and non-duty hours to all Federal executives. Because this system is used to notify all Federal agency heads of any emergency, copies were provided to the Emergency Advisory Committee. The call system has been successfully tested using both the daytime and nighttime emergency numbers.

Office of Personnel Management (OPM) Guidance. FEB Executive Director disseminated the Office of Personnel Management's electronic newsletter "Homeland Headlines" forwarded by the Director for FEB Operations, Paula Bridgham.

Activity Category: President's Management Agenda

Expanded Electronic Government

Full Board Meeting. The Chicago FEB hosted a Full Board Meeting in November 2003. Mr. Daniel Chenok, Branch Chief of Information Policy and Technology for the Office of Information and Regulatory Affairs at the Office of Management and Budget in Washington, D.C., shared his knowledge and expertise and personal insight on the Expanded Electronic Government initiative, as well as his office's development and oversight of Federal policies and activities in this area. Forty agency executives attended this event.

Expanded Electronic Government. Averaging over 2,000 site searches per month, we have continued to maintain our website designed specifically as Chicagoland's Information Portal for Federal, State, and City services. It is provided as a public service by the Chicago Federal Executive Board, the City of Chicago and the State of Illinois. Its' design allows for easy access of information by cutting across branches of local government and agency lines and is organized around categories most in demand. The maintenance and continued growth of this site supports the President's Management Agenda regarding expanded electronic government.

On-Line Registration for FEB Programs and Events. As we continued to strive to run FEB sponsored programs and events as smoothly as possible, a new system of registration was implemented. The new on-line registration format not only provides easy access (via the FEB website), it provides the FEB Executive Assistant a quicker and more efficient way to create name badges, attendance lists, payment reports and final summaries, which, in the past, were all done manually.

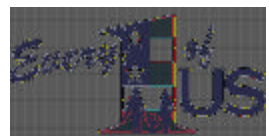
Activity Category: Combined Federal Campaign

National CFC Committee. The Executive Director serves as the representative for FEBs from across the country on the National Combined Federal Campaign (CFC) Committee and served as the Vice Chair until September 2004 when she was elected to serve as the Chair for the organization. This committee, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and supports local campaigns.

CFC Regional Workshops. In March and April 2004, the Executive Director participated in and had major responsibilities with regard to the CFC Regional Workshops held in Ft. Lauderdale, FL and San Antonio, TX. The Executive Director was the plenary speaker on the topic of "CFC Eligibility" at both workshops, as well. The program's success was due to the planning done throughout the year by the task force, chaired by the FEB Executive Director, within the National CFC Committee structure responsible for its development. Over 400 people attended the two programs.

Chicago Area CFC. Federal employees of the Chicagoland area have established a rich tradition supporting the Combined Federal Campaign and in FY 2004, Federal employees contributed \$4.3 million dollars. As one of the country's largest campaigns, the Chicago Area CFC has contributed tens of millions of dollars.

We've learned that it is not the heroic effort of one individual or organization, but rather the collaboration among Every One of US, which was this year's theme,



that made the CFC a success. The campaign covered over 600 accounts and over 66,000 Federal, postal and active military personnel within the Chicago Area CFC's geographic territory: Cook, DeKalb, DuPage, Kane, Kendall, McHenry, Will, Kankakee, Grundy, LaSalle, Putnum and southeastern Lake counties in Illinois, plus Lake and Porter counties in Indiana.

CFC Application Training Seminar. On March 17, 2004, the FEB sponsored a local application training workshop, conducted at the Metcalfe Federal Building in downtown Chicago. The workshop covered the CFC application and the regulatory eligibility requirements. Federations, their member agencies, and unaffiliated organizations were in attendance.

National CFC Advisory Council. The Executive Director continues to serve as a member of this council and regularly participated in the conference call meetings throughout the year.

Activity Category: Underrepresentation of Hispanics

The Diversity Advisory Council Recruitment Initiative. The Diversity Advisory Council (DAC) exhibited at a career fair that was held at the Westside Technical Institute, 2800 S. Western Ave., in Chicago. Located in a largely Hispanic area of the city, over 2,000 Hispanic and non-Hispanic job seekers were in attendance. There were 11 agency representatives present, plus three members of the DAC. Approximately 1,500 individuals visited the five tables set aside for our Federal representatives where they received an overview of each agency's hiring process as well as current/future job opportunities. The venue was a wonderful way in which to reach out to the Hispanic workforce in the Chicago Metro area.

Bridges to Employment Conference. The Chair of the Diversity Advisory Council (DAC) gave a presentation on at the National Proyecto Vision Conference on Federal Employment and provided an overview of Federal agency hiring processes and how they differ by agency. The conference, organized by Proyecto Vision National Technical Assistance Center, is an organization that promotes employment of disabled people of Hispanic origin. Approximately 250 Latinos, disability rights specialists, service providers and an impressive array of leaders drawn from the government and business communities participated in the third annual "Bridges to Employment" conference to explore opportunities for Latinos with disabilities.

Activity Category: Other

Full Board Meeting: Reorganization of GSA-PBS. The Chicago FEB hosted a Full Board Meeting, September 27, 2004, and featured GSA's Assistant Regional Administrator for the Great Lakes Region, Public Buildings Service, David Hood. Mr. Hood gave an informative presentation on the restructuring plans for the Chicago Regional headquarters of GSA-PBS. The presentation helped Federal executives and their staffs understand why the change was made, the process that was used to restructure the organization, and how the new organization would affect them as GSA's customers. Fifty-six Federal executives attended.

Information Technology Presentation. In October 2003, Ken Zoll, CIO, Railroad Retirement Board, and Chair of the Chicago Federal IT Council, attended a program titled, "The CIO Role: Should It Stay or Should It Go? He, along with the Associate Dean, Loyola University Chicago, set the stage by discussing the new CIO University Certificate Program. The event was held at

Motorola University and sponsored by Women in Technology International and covered the changing role of the CIO and relevancy of the US IT organizations and leadership in a global economy.

Loyola Open House and CIO University. Loyola University Chicago, extended an invitation to FEB members and interested Federal and Contract employees in the Information Technology Field, to attend an open house for the Graduate School of Business to learn about Loyola's technology leadership programs including the CIO University certificate program and the Master of Science in Information Systems Management degree program. CIO is a consortium of universities that offer graduate-level programs that directly address executive core competencies and have met the requirement of the Federal CIO Council and the U.S. General Services Administration. This is the ONLY program outside of Washington, D.C. that has been certified as meeting these high standards and designed to prepare individuals for leadership roles in technology management in private as well as public organizations.

Presidential Management Fellows Program. With assistance from the FEB office, a request was issued on behalf of the Office of Personnel Management's Presidential Management Fellows (PMF) Program for assessment panel volunteers. Over 2,500 applications were received and panels were conducted for approximately 1,600 applicants that resulted in 700 finalists to the PMF program. With the help of the Federal community, the assessment center process resulted in the ability to process all of the finalists in a timely manner.

Presentation on OPM Initiatives. In March 2004, the Chicago FEB assisted with a request from OPM's Eastern Management Development Center and at the request of the local OPM office, to invite Federal Agency representatives that wanted to know more about OPM initiatives ranging from the Candidate Development Program, The Executive Readiness Program, Succession Planning strategies, Super Conference Information and Management Development Centers' Custom Training Program. The one hour presentation was attended by 9 federal executives at the Chicago downtown location as well as 12 federal executives for a presentation conducted at the Department of Energy in Argonne, Illinois.

Create and Advance Local Initiatives

Activity Category: Alternative Dispute Resolution

FEEDBACK FROM AGENCY LIAISON:

"Thanks for your help. I thought that you both did a great job in a case wherein I believed that there was no chance of resolution through mediation."

VAMC – DANVILLE, IL

The Shared Neutrals ADR Program (SNAP) continued in its' success with a **FY 2004 Cost Avoidance of \$953,215.14** for the 63 cases received. The Equal Employment Opportunity Commission (EEOC) and the FEB are in partnership to further bring about cost savings to agencies as well as resolution to agency/employee disputes. If resolved, no further litigation is required, thus enabling the parties to present their case to a neutral person before any additional costs are incurred. It is self-evident that SNAP is an instrumental and cost-saving program.

Planning. The Executive Director attended a SNAP Committee meeting where members discussed current status of the program, future training sessions and additional members to be added to the committee.

Training. SNAP Mediators were invited to attend The Chicago-area Chapter of the Association for Conflict Resolution training program on *Creative Problem Solving Techniques in Mediation and Negotiation*, conducted in September 2004.

Mediators Added to Roster. Efforts to increase the number of mediators continued throughout the year. The SNAP Committee was pleased to approve four new mediators to our mediator roster for a total of 75 SNAP mediators.

Activity Category: Partnerships

FEB's Membership at Club Quarters. The FEB's long-standing partnership with Club Quarters continued to accommodate the needs of FEB member agencies and their Federal business travelers. The savings realized by the Chicago FEB members continued to be substantial. The total number of room nights used for FY 2004 was 1,239 for a total cost of \$145,898 at the Club Quarters rate of \$116-\$119 per night versus \$178.10 for the government's maximum lodging rate plus tax or a total of \$220,665.90, for a **total savings of \$74,767.90.**

**Agencies
Save
\$74K!**

UIC Partnership – Certificate Program. Chicago FEB issued information to the Federal community about upcoming courses being offered by the University of Illinois at Chicago through the partnership with the FEB. This partnership reduces the cost for each of the required courses in these programs to half of the normal tuition for graduate-level courses. Registrations for the spring, summer, and fall semesters were received from a total of 19 employees for a **savings of \$12,920.**

**Agencies
Save
\$12K!**

**THANK YOU NOTE TO
FEB'S LANGUAGE
BANK:**

I just wanted to thank you again for all of the assistance you provided us today with finding a sign language interpreter. I came to you very last minute and you worked very hard to find us an interpreter within a matter of hours. We very much appreciate your assistance. Thanks!

**USDA Food and
Nutrition Service**

Language Bank. The Diversity Advisory Council's Language Bank continued to offer this valuable resource to the Federal community. During FY 2004, two requests were made—both successfully completed. Based on standard translation rates in the Chicagoland metropolitan area, the estimated **cost savings for this service in 2004 was \$360.** The language bank, officially launched on July 2, 2002, consists of 150 employees from many different federal agencies who have varying degrees of fluency in 40 different languages. It is intended to help federal agencies meet periodic, unanticipated needs for dealing with people who have limited English proficiency.

HUD Workshop. The FEB co-sponsored a workshop with the Department of Housing and Urban Development for Federal employees wanting to learn more about home ownership and the various HUD programs available. Several hundred people attended.

Activity Category: Public Service Recognition Week

Federal Employees



The Chicago FEB and the U.S. Department of Housing and Urban Development welcomed over 500 Federal nominees in eleven categories along with their co-workers, families and friends to the 47th Annual Federal Employee of the Year Awards Program celebrating, "Federal Employees – The Gold Standard of the American Workforce." The Ceremony was conducted on April 29, 2004, which honored the exemplary job performance and the outstanding contributions to public service of Federal employees throughout the Chicago area. The awards ceremony featured a keynote address by Kay Coles James, Director of the U.S. Office of Personnel Management in Washington, DC. Mr. Joseph P. Galvan, Regional Director, Field Policy and Management and his staff made this event a memorable occasion for everyone. Over 1,200 people attended the event.

Activity Category: Weather/Emergency Activities

Emergency Alert System. The Chicago FEB also disseminated its emergency alert and dismissal policy to all members of the FEB. Our overall coordination of emergency release emergency contact information can be updated quickly after we have received update requests. Our current emergency release notification system is a four-tier system by which FEB members are made aware of an emergency situation through various means:

- I. E-mail notification
- II. Automated phone call system: The system has been augmented to include a phone system that will contact agency executives at any time during the day or night. All emergency information is disseminated to the appropriate agency head or pre-determined alternate.
- III. WEB Page Emergency Status Information (access for all Federal employees)
- IV. HOTLINE Call-in (access for agency heads only)

Activity Category: Training

Agencies Save \$4,700!

FEB Fall Forum. Held October 22-24, 2003, the FEB held an Executive Forum off-site the Abbey in Wisconsin. Thirty-three agency executives and senior managers participated in this in-depth executive development program. Presenters from the College of Urban Planning and Public Administration, University of Illinois – Chicago and Kellstadt School of Management, DePaul University shared their expertise and insight on Contemporary Approaches to Strategic Planning and Performance Measurement, Modernization of Human Resource Management in the Federal Sector: Case Studies, and Aligning Human Resources with Strategic Plans. In addition to the interactive sessions, small group discussions on current issues was incorporated and discussed at various points throughout the program. The charge for this type of program conducted by another organization is \$794 versus the FEB rate of \$650 which realizes a savings of \$4,752.

Procurement Training Seminar. On February 24, 2004, the Procurement Roundtable conducted a Procurement Training Seminar at the FAA Conference Center in DesPlaines, IL. Over 90 procurement and contract specialists, representing 26 different agencies, attended this all day session to learn more about FAR 19, as well as other specialized issues. Based on similar programs conducted, the **savings to federal agencies to attend this program are estimated at \$14,580!**

**Agencies
Save
\$14K!**

Government Procurement Conference. *How to Grow Your Business Through Government*, was held on August 10, 2004. The FEB's Procurement Roundtable held its annual Procurement Conference at the University of Chicago's Gleacher Center. Over 200 small disadvantaged, minority-owned, and women-owned business entrepreneurs attended the event. The all day program also provided a matchmaking session in the afternoon where business owners could meet one-on-one with contracting and acquisition officials from thirteen Federal and State agencies. Also featured in the Conference were four separate Contracting Officer's Training modules, covering various contracting and acquisition related topics. Based on similar programs conducted, the **savings to small business entrepreneurs and the federal community to attend this program are estimated at \$6,000.**

**Agencies
Save
\$6,000!**

Sign Language Instruction. The Diversity Advisory Council (DAC) offered a free introductory sign language course to interested Federal employees. After receiving positive feedback from a survey conducted, the DAC and Chicago FEB coordinated with the Chicago Hearing Society to provide classes for a period of six weeks. Although class size was limited to 25, a total of 27 interested Federal employees were trained at no cost to their agencies, with exception of a \$35 charge for an instruction book. Because the DAC offered this class at no charge, **agencies saved \$2,565.**

**Agencies
Save
\$2,565!**

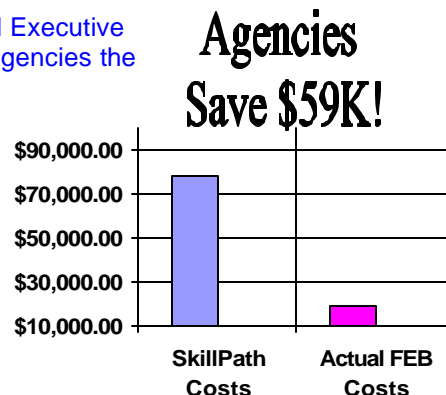
Federal Executive Professional Development Program. In partnership with Effective Organizations, Inc., the Chicago FEB conducted a one day-training session titled, *"Interacting Effectively with Political Leaders."* The program, conducted in April 2004, was the second in a series of professional development programs tailored specifically to meet the needs of Federal executives. Twenty-nine agency executives attended the program and gave it an overall excellent rating and thought both the program and panel of speakers selected was insightful and "right-on." Participants were also asked to identify potential topics for future programs. Based on similar programs conducted, the **savings to federal agencies to attend this program are estimated at \$1,000.**

**Agencies
Save
\$1,000!**

REACH Lunch & Learn Sessions. In March and April, 2004, the Chicago FEB in conjunction with Resources for the Education of Adults in the Chicago Area (REACH), hosted a series of Lunch and Learn Sessions on "Earning a Degree" for the Chicago metro area federal community. Approximately 210 federal employees attended one or more of the session on Undergraduate, Graduate and Online Degree Programs, Certification Programs, and funding options. Attendees had an opportunity to hear presentations and ask questions of

representatives from numerous colleges, universities and financial institutions to assist them in taking the first steps toward earning a degree/certificate. Much appreciated by the attendees were the Q&A sessions that led to lively discussions and addressed many of the concerns of the audiences, comprised primarily of Baby Boomers. Other federal agencies inquired about the sessions with an interest in sponsoring similar events at their worksites.

FEB Training Initiative. The Chicago Federal Executive Board offered all Chicago metro area federal agencies the opportunity to train and develop their staffs at a significant savings. After careful research and negotiation, SkillPath Seminar Group was identified as the vendor that could meet FEB's standards to provide high quality, affordable, customized/tailored training and development in the areas of management, supervision, leadership, business writing, communication, customer service, teambuilding, administrative excellence, and many other areas. Through this agreement, Federal agencies could accommodate more employee requests for training from a premier trainer at the minimal cost of only \$58 per employee versus the standard SkillPath tuition of \$199 and \$299 per person. Remarkably, agencies have saved anywhere from 41-81% per person because of this FEB initiative. From the first class conducted in May 2004 through September 2004, the substantial savings to agencies' training dollars totaled at \$59,330!



Health and Fitness Lunch and Learn. In support of the President's "Healthier US" Initiative, the Diversity Advisory Council sponsored a Lunch and Learn program on nutrition and physical fitness with an emphasis on the cultural differences that affect food and exercise choices. Presented by the Wellness and Fitness Coordinators of the Federal Fitness Centers, they discussed the various nutritional choices faced in different cultures and physical activity alternatives. The program was a success with approximately 60 Federal employees in attendance whose participation during the program prompted interest to conduct another similar program.

Lunch and Learn Film Presentation. In September 2004, the Diversity Advisory Council presented a Lunch and Learn video showing on America's civil rights movement and the struggle for voting rights. The film presented, *A Time For Justice*, won the 1995 Academy Award for Best Documentary Short Subject.

FEGLI Open Season Lunch and Learn. The FEB coordinated several Lunch and Learn sessions for federal employees to learn more about the options available to them during the Federal Employees' Group Life Insurance Open Season. The sessions were conducted by the Federal Employee Service Center a CCR Accredited Agency. Over 100 Federal employees attended four sessions that were conducted the Metcalfe and Kluczynski Federal Buildings. In addition to the attending a session, interested Federal employees could meet one on one with representatives and sign up to receive a free benefits analysis.

Activity Category: Special Meetings Held

Carol Bonosaro Presentation. SES executives were invited to attend a special meeting with Ms. Carol Bonosaro, President of the Senior Executive Association. Twenty-five senior executives and guests attended this informational session on the latest developments with regard to the Senior Executive Service, particularly the conversion to the new Performance-Based Pay System.

SHARE-SHIMS-FOH Initiatives. On August 10, 2004, a special meeting was conducted for FEB members and their staff whose responsibilities include the issues of workplace safety and health and workers' compensation. Presentations were made by representatives from the Department of Labor's Office of Workers Compensation Program, Department of Labor's Office of the Assistant Secretary for Administration and Management, and Federal Occupational Health. Attendees learned more about the Safety and Health and Return to Employment Initiative (SHARE) Management System, opportunities in the Safety and Health Information Management System (SHIMS), and the Return to Work Facilitation Program initiative. Approximately 50 executives and staff members representing 17 agencies attended the program.

Congressional Briefing. In our continuing effort to meet the needs of both Federal agencies and Congressional staffs from Illinois, Indiana and Wisconsin, the Chicago FEB held a Federal Interagency Congressional Briefing on federal benefits and services for individuals, relevant changes in programs, policies and procedures, and new initiatives. The success of the event was due to presentations given by agency representatives: National Labor Relations Board, Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, Department of Labor/Veteran's Education and Training Services, Bureau of Citizenship and Immigration Services, and the Census Bureau. Attendees received information materials and also had an opportunity to meet with over 26 federal agency representatives to discuss specific issues and concerns. Congressional staff members highly rated the event and expressed an interest in attending future briefings.

Financial Education Fair. On June 30, 2004, the Chicago Federal Executive Board and the Office of Personnel Management sponsored a Financial Education Fair. The program Fair was open for all employees to attend. The presentations were provided by subject matter experts in Pre-Retirement Savings, Managing Family Finances and Creating a Spending Plan, Smart Saving for College, and Identity Theft. In addition to the speakers, exhibitors from Federal agencies and broad-based organizations were present to answer employee questions. Based on feedback from the exhibitors, over 300 Federal employees attended. The workshops were also well-attended where anywhere from 47 to 120 were present.

Hiring Flexibilities Symposium. On September 14, 2004, the Office of Personnel Management and the Chicago Federal Executive Board hosted an OPM Hiring Flexibilities Symposium. The session, which was attended by over 100 selecting officials and HR representatives, addressed strategies for implementing flexibilities through practical applications. Topics included appointment authorities for veterans, applying the criteria for seeking direct hire authority, student and excepted service employment authorities, and using the category rating procedures for competitive examining.

FEB Executive Assistants Nationwide Meeting. The Executive Assistant attended the first annual national meeting of FEB Executive Assistants. Held in Oklahoma City, the meeting highlighted best practices and lessons learned and provided a platform to discuss information technology, project management, and meeting planning and negotiations tools.

Activity Category: Community Service Related Activities

“Dress for Success” Clothing Drive. The Community Services Committee redirected its efforts in FY 2004 and made this a year of careful planning for the successful clothing drive. Changes included a new name for the drive, “Dress for Success Clothing Drive,” additional drop off sites for employees not in the downtown Chicago area, the addition of children’s clothing at one location, re-design of the promotional materials, intensive promotion of the event, and post clothing drive information. The FY 2005 report will no doubt reflect the committee’s commitment to planning this important and needed cause. **As reported in the FY 2003 Annual Report, the Community Services Committee decided to avoid scheduling the 2004 drive during the same time frame as that of a similar clothing drive (conducted by a major department store where donors received discount coupons for future purchases with each donation made.)*

1,453 Collected!

“Recycle for Sight” Eyeglass Donation Program – From mid-March through May, 2004, the FEB Community Services Committee worked with the Lions Club “Recycle for Sight” program and collected prescription glasses, reading glasses, and sunglasses, as part of this unique nationwide recycling program. The glasses were distributed to those in need in developing countries where eye care is often inaccessible and unaffordable. Donations were made at nine Chicago-area federal locations. Eyeglasses were also collected at the Great Lakes Naval Base. In all, federal employees donated 1,453 used eyeglasses! Even after the official drive date has passed, several drop off locations remained in place due to continued employee interest and participation.

CHICAGO KID’S CLOSET PROJECT WANTED!! CHILDREN’S SOCKS and UNDERWEAR!

From July 1 through August 31, 2004, The Community Services Committee and Direct Effect Charities-Chicago Kid’s Closet sponsored a Socks and Underwear Drive. The Chicago Kid’s Closet is a non-profit organization that collects and distributes new packages of socks and underwear to the neediest kids in Chicago schools. A great number of students are in need of these very personal items. As each new school year starts, orders for hundreds of children are received. The Committee set up collection boxes throughout the downtown Chicago Federal Buildings and in commercial buildings housing Federal offices. During the summer months, Federal employees were urged to donate new socks and underwear to help stock the Chicago Kid’s Closet. Federal employees, once again, responded generously by donating more than 5,000 pair of socks and underwear! Also donated, but not requested, were 56 pieces of clothing including new school uniforms, sweaters and shirts.



5,000 Collected!

Thank you Very much for The
gift. I like my New underwear
and Socks. I love you very
much. Thank you. have good
day.

Sincerely,

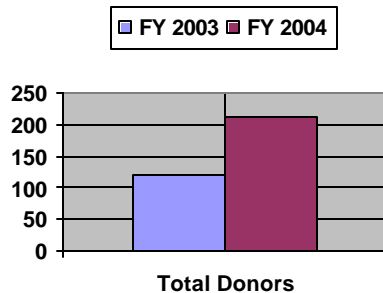
Alyssa [redacted]

Letter received from a student

“Principal for a Day” Program. The Community Services Committee, in conjunction with the Mayor’s Office and the Chicago Public Schools (CPS), promoted the “Principal for A Day” program where FEB members were invited to become a principal for a day at any one of the 200 Chicago public grade or high schools. Seventy-one federal executives participated as principals at Chicago public schools on October 29, 2003.

Activity Category: Health Related Drives

Blood Drive Donor Vehicle on Federal Plaza. In an effort to continue the lifesaving mission of blood donation, LifeSource Blood Services and FEB Executive Assistant met throughout the year to formulate productive ways and provide easier access by which Federal employees could make a blood donation. As a result, FEB sponsored blood drives were easily accessible for Federal employees by placing the donor vehicle on the Federal plaza. Appointments for the blood drives were also made on-line by employees. This change resulted in increased blood drive appointments and donations throughout the year as outlined below.



56% Increase Saves 600 Lives The donor vehicle truly made the difference this year as we saw a tremendous increase in the number of employees who presented to donate--a total of 296. Of these, 214 usable pints of blood were donated. This is an increase from FY03, when only a total of 121 usable pints of blood were donated---A 56% INCREASE and ultimately saved over 600 lives in the Chicagoland area. However, this could not have been accomplished without the continual dedication of the Community Service Committee members, the coordinated efforts of the FEB staff, and above all, our Federal community who not only donated blood but their time in the hour-long process.

**Employees Donate
214 Pints!**

Federal Employees Rank #2 in "Top 20". In September 2004, the FEB Executive Assistant attended a LifeSource Recognition Ceremony where she accepted an award on behalf of the Chicago area Federal employees. Total Federal Employee blood donations in the Chicago area were at approximately 1,500 pints! The combined award (FEB, FAA, VA North Chicago, and Postal Service) was in recognition of the efforts of the agency blood drive coordinators throughout the year.

Health Benefits Fair. The Chicago FEB coordinated and sponsored a Health Benefits Fair for all Federal agencies in the Chicago area. The Fair was conducted on November 13 and 14, 2003, at the Metcalfe Federal Building where over 1,600 Federal employees in the downtown Chicago Federal community took advantage of this opportunity to ask questions of the various health care representatives in the FEHB program about their plans. Ten health care organizations participated as did representatives from the Long Term Care Partners.

National Alcohol Screening Day. The Chicago FEB assisted a member agency, the National Highway Traffic Safety Administration, in promoting and extending an invitation to their "National Alcohol Screening Day" initiative. This is an annual event that provides information about alcohol and health as well as free, anonymous screening for alcohol-use disorders. In addition to e-mail sent to all FEB members, the information was placed on the Chicago FEB website.

Another Successful Mercury Thermometer Exchange. The Chicago FEB assisted the Environmental Protection Agency with their annual effort to make the environment safer for all. Federal employees were invited to trade in their mercury thermometers for a free digital thermometer. The collection, conducted October 8-9, 2003, resulted in **590 thermometers collected, a 62% increase** from last year, for a total of approximately 413 grams of mercury from homes in the Chicago area. This collection also meant that we potentially prevented the contamination of all fish in a lake with a surface area of 8260 acres, or 359,807,073.9 square feet!

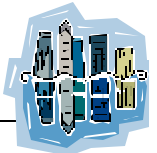
Activity Category: Internet Initiatives

Chicago FEB Web Site. The Executive Assistant continued with ongoing maintenance of the Chicago FEB website and Springfield Federal Executive Association's (SFEA) webpage (hosted by Chicago FEB). This site provides the latest information to Chicago FEB members and Federal employees on the activities, programs and initiatives of the FEB. The site has an average of 1,500 visitors per month. **The SFEA** continued to maintain their web page on the Chicago FEB website and incorporated the Continuity of Operations links to meet the needs of SFEA members.

FEB Membership Directories. Back by popular demand, the FEB provided a hard copy of the membership directory as well as an electronic version, to all FEB members, other FEB offices and to the Congressional staff offices. Quarterly updates were also provided. The directory remains as the most valuable and convenient reference tool for agency executives.

Activity Category: Other

FEB Conference Room. Finding conference room space for a group of employees to meet has become a challenge for many agencies. The FEB conference room is another resource agencies can use. When the room was not in use by an FEB committee or task force, it was reserved on 59 occasions by Federal agencies to conduct Federal government business. Unlike the typical conference room – the FEB conference room has a warm and collaborative design. It has become a very popular room to conduct meetings among agency executives. For example, Social Security Administration-Office of Hearings and Appeals' Annual Executive Management Meeting, the Presidential Management Fellows panel interviews conducted by Office of Personnel Management and over ten Lunch and Learn Sessions hosted by Senator Richard Durbin's staff office were held in this room.



Dear Jan--

*Thank you so much for letting us use the Chicago FEB conference room. We appreciated using your "oasis in the city"...
...The room was very conducive to holding our discussions—and the view is fabulous!
Thanks so much for your hospitality.*

Paul C. Lillios
*Regional Chief Administrative Law Judge
Social Security Administration*

Temporary Detail/Developmental Assignments. In FY 2004, the Chicago FEB office hosted a Social Security Administration employee and an intern from the Public Administration Graduate Program at Roosevelt University, Chicago, IL. Both received a different perspective of the Federal community while learning about the value of intergovernmental networking and collaboration. Their work was a tremendous asset to the federal community in many aspects. They primarily worked on various projects and events including the Congressional Briefing, College Fair, several REACH Lunch and Learn Sessions, and the creation of an interagency contact list. The strongest impact was felt throughout the Federal community when we implemented the FEB/SkillPath training initiative. This resulted from careful research, planning, and coordination, addressing the needs of the agencies to provide good quality training at a substantial savings.

Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach

Activity Category: Assistance to Agencies

University of Chicago Career Fair. The University of Chicago hosted a Non-Profit and Public Service Career Fair in April 2004 and, at the request of the Office of Personnel Management, an invitation was extended to FEB member organizations wishing to participate. The event was a success with over 200 attendees networking with agency representatives who, in turn, could meet undergraduate, graduate and professional school students, actively recruit volunteers, interns and full-time employees, and increase general awareness about their organization's mission and goals.

Courtesy Calls. In the continuing effort to serve the Chicagoland Federal community and the public, the Executive Director along with the FEB staff, and, on occasion, FEB Executive Committee member(s), continued to make courtesy visits to new members. In these meetings, the members are briefed on the FEB's mission, goals, emergency dismissal and closure procedures information, past accomplishments and future activities.



Rotational Opportunity. FEB members received information via e-mail from the Executive Director about a request from the Acting Deputy Director for a member agency who was also participating in his agency's SES Candidate Program and seeking a future 45 day rotational assignment. Having identified his areas of expertise and providing his resume, FEB members were asked to consider his request for a rotational assignment.

Agency Closing. An e-mail was issued to all FEB members requesting their assistance on behalf of the Treasury Complaint Center, Chicago, which was closing on September 30, 2004. Included in the e-mail was a listing of the affected employees and a point of contact to facilitate the employees' potential placement.

Activity Category: Other

Tax Counseling Project (TCP). In our continued support of this important effort to help low-income families achieve independence and self-sufficiency, FEB members were asked to disseminate an invitation to interested agency employees to attend an informational meeting on the TCP process. This resulted in a cadre of Chicagoland Federal employee volunteers who were part of the TCP effort which helped claim over \$25.3 million in Federal refunds for over 20,000 Illinois low-income working individuals.

Campus Visits by Agency Recruiters. The FEB disseminated an invitation from the Assistant Dean for Student Services at the College for Urban Planning and Public Affairs at University of Illinois at Chicago to speak at the University. FEB members were invited to visit the College and speak with the graduate students in Public Administration and Urban Planning and Policy about possible careers within their organizations.

Activity Category: Procurement Roundtable Newsletter

This Fiscal year, the FEB distributed the Spring/Summer and Fall/Winter Procurement Roundtable newsletter to all FEB members, FEB committee chairs and members, and placed on the Chicago FEB's website. Both publications highlighted procurement updates, procurement and small business success stories, special announcements as well as upcoming events.

Activity Category: General Announcements

The following is just a small sample of the general announcements that were issued to the FEB membership:

Various OPM memos: From Kay Coles James regarding the following:

- ◆ Homeland Headlines: Return of Military Members to Federal Employment
- ◆ December 26th holiday
- ◆ The new performance-based system for SES
- ◆ Locality payments to non-GS employees
- ◆ Long Term Care Insurance information provided in retirement seminars
- ◆ Benefits Administration Letter
- ◆ Ten things agencies can do to improve Federal hiring sent to Chief Human Capital Officers
- ◆ Retroactive 2004 Pay Adjustment
- ◆ Update of Results.gov from Clay Johnson, OMB Deputy Director for Management

Major Movie Preview. The National Archives and Records Administration, through the generosity of the Chicago Historical Society, extended an invitation to FEB members, to attend a preview a showing of the Miramax Films movie "Cold Mountain." The preview was held at a local theater which included a 30 minute presentation on the historical context of the film prior to the showing of the movie. Approximately 30 FEB members attended the informative presentation and movie.

Lecture Invitation. UIC-College of Urban Planning and Public Affairs, with which the Chicago FEB has a partnership, extended an invitation to hear Dr. Wendy Thomson, Head of the Prime Minister's Office of Public Services Reform in UK Central Government. The FEB distributed this invitation indicating that all FEB members and their guests were invited to attend.

National Groundhog Shadow Day. The FEB disseminated information on behalf of the Chicago Public Schools about an opportunity to participate in Groundhog Shadow Day 2004 during National Groundhog Job Shadow Week. This is a nationwide event dedicated to giving high school students an opportunity to "shadow" a workplace mentor as they go through a normal day on the job. The purpose of Groundhog Job Shadow Day is to help students make the critical link between education and success on the job. This event provides an opportunity for students to get hands-on experience, to learn about the workplace skills that are necessary to succeed, and most importantly, to understand why school is so important in the real world.

National Family Caregiver Month. The FEB was pleased to share with members, materials the Administration on Aging developed for National Caregiver Month (November 2003). The information provided not only increased awareness about the availability of caregiver support services but also gave caregivers information on how to find much needed services.

Roosevelt University's Graduate Open House. The Center for Professional Advancement at Roosevelt University extended an invitation to FEB members and interested staff to learn more about graduate programs, including Public Administration, offered at their Chicago and Schaumburg campuses.

Roosevelt University's Wendorf Scholarship. Anna Marie Schuh, Ph. D., former FEB member and currently on the board of one of our affiliated members, American Society for Public Administration, requested that we forward information regarding a scholarship available through Roosevelt University for practitioners. FEB members were asked to disseminate the information to interested employees. The scholarship paid for courses leading to a Master's Degree in Public Administration for entering, part-time students.

DePaul University Planning Meetings. The FEB staff met with a representative from DePaul University to discuss how best to disseminate information about the availability of interns and the steps interested Federal agencies needed to take to obtain them.

General Information.

- ◆ FEB Executive Director disseminated information about a free disability workshop being sponsored by the Environmental Protection Agency.
- ◆ Provided current emergency contact information to OPM.